

# Site Agreement



2008-2009

## Michigan Service Scholars Education Award Program

*This agreement outlines the collaboration between the Michigan Campus Compact (hereafter known as “MCC”) and the Program Site for the Program Site to participate in the Michigan Service Scholars AmeriCorps Program (MSS Program). Please read and complete form and return to MCC the entire finished agreement.*

### Michigan Campus Compact Responsibilities

1. Serve as a liaison to the Corporation for National and Community Service (CNCS), the Michigan Community Service Commission (MCSC), and the National Service Trust.
2. Provide an *AmeriCorps Member Handbook* and other tools that facilitate the enrollment, and management of MSS Program members.
3. Conduct an orientation and training session for AmeriCorps Site Supervisors and members. Facilitate communication through electronic means including the Internet, email, and conference calls.
4. Compile all program information and evaluation data into Progress Reports to be submitted to the Corporation quarterly. Submit all continuation and re-compete applications to MCSC for the MSS Program.
5. Collect program evaluation data aligned with Performance Measurements required by the Corporation and disseminate the results of that data collection to sites and community-based partners.
6. Review site documentation – through site visits, MCSC’s Reporting System, conference calls and other means – to ensure that programs maintain adequate records and document appropriate hours of service.
7. Provide training and technical assistance (T/TA) services as necessary to programs including, but not limited to, site visits, compliance visits, email, phone calls, and the provision of materials.
8. Attend required supervisor meetings and workshops as provided by MCC.

## **Campus Site Supervisor Responsibilities**

1. Ensure that each member attends a program orientation and adheres to all policies outlined in the *Member Handbook* and see that each member successfully completes their term of service.
2. Be available to answer questions or concerns and assist in helping members solve problems they encounter throughout their service.
3. Maintain contact with Michigan Campus Compact to explore means of collaboration with other National Service programs in the state and statewide service events.
4. Complete all reporting requirements (time logs and end-of-term performance evaluations) within required timelines as indicated on the *Site Supervisor Due Dates* sheet. Understand that according to the *Member Contract*, member timesheets that are not submitted by 60 days after the monthly deadline will not be accepted, and the member will receive zero hours for the month. Further understand that members who display prolonged delinquency in the submission of timesheets may be terminated from the program.
5. Adhere to all necessary AmeriCorps guidelines and discipline procedures as outlined in the MSS Program *Member Handbook*, such as implementing grievance procedures, code of conduct, drug policies, EEOC guidelines, and listing MCC, the MSS Program, and as partners in appropriate literature and materials.
6. Make program documentation available to MCC, the Michigan Community Service Commission and the Corporation for National and Community Service or a representative of these organizations at any time.
7. Ensure that members have sufficient opportunity to complete the required number of hours to qualify for an Education Award.

Campus Sites are encouraged to establish formal site agreements with the community agencies at which their members serve.

### **Michigan Service Scholars AmeriCorps Program** *Member Prohibited Activities*

- A. Attempting to influence legislation.
- B. Organizing or engaging in protests, petitions, boycotts, or strikes.
- C. Assisting, promoting or deterring union organizing.
- D. Impairing existing contracts for services or collective bargaining agreements.
- E. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.

F. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.

G. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.

H. Providing a direct benefit to:

- i.** A for-profit entity;
- ii.** A labor union;
- iii.** A partisan political organization;
- iv.** An organization engaged in the religious activities described in the preceding subclause, unless Grant funds are not used to support the religious activities; or
- v.** A nonprofit entity that fails to comply with the restrictions contained in section 501(c) (3) of U.S. Code Title 26.

I. Voter registration drives by AmeriCorps members are an unacceptable service activity. In addition, Corporation funds may not be used to conduct voter registration drives.

J. Other activities as the Corporation determines will be prohibited, upon notice to the Grantee.

**Term of Agreement**

This agreement applies to all classes in which your site will have members enrolled in the MSS Program.

- **Class I Student Teaching** starting on October 1, 2008 and ending on September 30, 2009
- **Class I** starting on November 1, 2008 and ending on October 31, 2008
- **Class II** starting on February 1, 2009 and ending on January 31, 2010
- **Class III** starting on April 1, 2009 and ending on March 21, 2010

I have read all the information in the Site Agreement and agree to the terms under which \_\_\_\_\_ (Institution) will receive any Michigan Service Scholar member positions. I understand that any violation of these terms may result in the loss of the MSS positions that our institution holds, based on the judgment of the MSS program staff.

\_\_\_\_\_  
Signature Campus Host Site Supervisor \_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Institutional Fiscal Officer \_\_\_\_\_  
Date

\_\_\_\_\_  
Michigan Service Scholar \_\_\_\_\_  
Date  
AmeriCorps Program Director Signature

**Site Supervisor Contact Information**

Name & Position: \_\_\_\_\_

Campus & Office: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

List all campus representatives who may serve in your place if you cannot continue as MSS Program Host Site Supervisor.

1. \_\_\_\_\_

2. \_\_\_\_\_